

# Briefing to ESH & Quality Coordinators: TeleWork

*Bob Kelly*  
*Human Resources*  
*April 16, 2008*



# Objectives

- Outline TeleWork arrangement
- Get feedback on safety concerns and ideas



# TeleWork

- Eligible: Exempt employees
- Limited to office work
- Subject to supervisory approval
- Employee may request, but not an entitlement
- Appeal process within division / dept, if denied
- Conditions of arrangement may be altered by supervisor
- Arrangement may be discontinued
- Supervisors are responsible for documenting arrangements
- Timekeeping: hours worked at home reported as if worked at Lab

**BROOKHAVEN**  
NATIONAL LABORATORY

*a passion for discovery*

# Expectations

- Managers and Supervisors will be open to flexibility
- Arrangements must be structured to achieve work goals and maintain a safe work environment
- Arrangements are not entitlements
- Some types of work are geared for flexibility



# Agreement Covers

- Days and hours worked at home
- Workspace requirements
- Security of BNL property and information
- Workplace safety requirements
- Items, if any, that will be provided by or paid for by BNL



# Roll Out of TeleWork Arrangement

- Planned for July
- Will be covered in another section of FWA Subject Area
- Similar communications to other arrangements



# Safety Concerns for Teleworkers

- Injuries may be compensable, even if not recordable
- Exposure to ergonomic injuries
- Timely reporting of injuries
- Equipment can create hazards
- Injuries sustained in automobile accidents while driving from a “home office” to the BNL office would be recordable and compensable





# Injuries: Compensable / Recordable

- Issue:
  - Injuries may be compensable, even if not recordable
- Potential Solutions:
  - Restrict TeleWork to office-type work only
  - Specify work area and work hours in agreement
  - Establish health and safety standards for TeleWork
  - Require training on TeleWork requirements and conditions





# Ergonomic Injuries

- Issue:
  - TeleWorkers may incur ergonomic injuries
- Possible Solutions:
  - BNL or a licensed contractor assesses and inspects Workplace/Workstation
  - Specify the work area and conditions and address slip/trip/fall hazards, furniture, etc. in the agreement



# Timely Reporting of Injuries

- Issue:
  - TeleWorkers may be injured and BNL may not be informed in a timely manner for reporting
- Potential Solutions:
  - Specify in the TeleWork Agreement that workers must notify supervisor immediately if injured
  - Specify requirements for injury investigation in TeleWork Agreement to include site inspection

**BROOKHAVEN**  
NATIONAL LABORATORY

*a passion for discovery*

# Equipment Hazards

- Issue:
  - BNL-provided (or approved in the agreement) equipment can create hazards
    - Home electrical systems cannot sustain multiple pieces of office electrical equipment (computer, fax, copier, scanner, shredder, printer)
- Potential Solutions:
  - Specify the equipment provided or approved for use while working at home in agreement

# Travel Injuries

- Issue:
  - Teleworkers' injuries sustained in automobile accidents while driving from their "home office" to their BNL office would be recordable and compensable
    - Not recordable and compensable now
    - Automobile accidents can be costly
- Potential Solutions:
  - Telework agreement should limit TeleWork to whole days
  - Need some agreement on automobile use



# Other Issues

- To what extent should we “investigate” teleworker injuries?
- How do we address teleworker-owned equipment, such as desktop computer
  - An attempted repair by TeleWorker could be considered work-related
- To what extent should we address industrial hygiene issues:
  - indoor air quality
  - asbestos and lead; noise sources
  - RF, microwave, and static magnetic field sources

**BROOKHAVEN**  
NATIONAL LABORATORY

*a passion for discovery*



# Your Input?

- Questions
- Comments
- Now, or later, to Pat Williams and Bob Kelly

